



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT SILL
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FORT SILL, OKLAHOMA 73503

AMIM-SIH

21 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Fort Sill Garrison Civilian Employee Telework Policy, GC Policy
Memorandum 20-11**

1. Reference:

a. HQs, IMCOM memorandum (Installation Management Command Return to Work Guidance), 20 October 2020.

b. Civilian Human Resources Agency Telework User Guide, June 2021.

2. Purpose. To establish local Fort Sill Garrison telework policy and the Designated Approval Authority (DAA) for telework.

3. Applicability. This policy applies to all Appropriated Fund and Non-Appropriated Fund Employees assigned to the United States Army Garrison, Fort Sill, Oklahoma.

4. Discussion:

a. Telework is not an employee entitlement. Telework is a management tool designed to optimize productivity during ad-hoc situations or when work cannot be performed within the designated worksite. Telework supports continuity of operations (COOP) during emergency situations such as a pandemic, inclement weather, or other unforeseen events. Although there are provisions within DoD telework policy that allows for regular and recurring telework, the Fort Sill Garrison's mission, "to provide direct service support to the Fort Sill Military Community", limits the number of positions suitable for regular and recurring telework.

b. Telework is a business solution that allows employees to perform mission-related work away from their traditional worksite. The telework arrangement is for the performance of official duties. It will not be used to replace appropriate arrangements for dependent care nor primarily for the convenience of the employee.

5. Telework Eligibility. Supervisors will review the duties and responsibilities of each employee to determine which telework status applies. That determination is based on the ability of the work to be performed outside of the designated worksite. Once a determination is made, the supervisor will ensure the employees Telework

Eligibility Codes and Telework Indicator Codes are correct. Employees will be made aware of their telework eligibility status.

6. Policy. The Designated Approval Authority (DAA) for garrison employees participating in telework is as follows:

TYPE OF TELEWORK AND DAYS PER WEEK	DESIGNATED APPROVAL AUTHORITY
1-5 Days Situational/Ad-hoc 30 day or less	Director/Activity Chief
1-5 Days Situational/Ad-hoc over 30 days	Deputy to the Garrison Commander
1-5 Days Regular/Recurring	Deputy to the Garrison Commander
Fulltime-Outside of the commuting area	Garrison Commander

a. First-line supervisors can recommend approval or disapproval of an employee's request for regular recurring telework given that position has been designated as telework eligible. If the supervisor agrees to the telework request, it will be forwarded to the DAA for final disposition. The DAA may approve, disapprove or modify the telework agreement.

b. Either the supervisor or the employee may terminate a regular recurring telework arrangement with advance notice to the other. The employee will be given a reasonable amount of time to make the transition back to the worksite. The length of Situational or Ad-hoc telework agreements will be limited to the time required to resolve the ad-hoc situation.

c. If at any time the supervisor determines that a telework arrangement is adversely affecting worksite operations, missions, or employee performance, the supervisor will notify the employee and the DAA, as appropriate, that the telework arrangement will be terminated. Participation in telework also will terminate if the employee is not performing at Level 3 (Fully Successful) under the DoD Performance Management and Appraisal System (DPMAP) or equivalent. The employee will be given a reasonable amount of time to make the transition back to the worksite.

d. Management has the right to require telework employees to report to the traditional worksite on scheduled telework days based on operational or mission requirements.

e. If a telework employee is injured or suffers a work-related illness while conducting official duties at an alternative worksite, appropriated fund teleworkers are covered by the Federal Employees Compensation Act. Non-appropriated fund teleworkers are covered by the Longshoreman and Harbor Workers' Compensation Act. The government's potential exposure to liability for injuries or illnesses the employee may incur while teleworking is restricted to the area designated as the official worksite. Supervisors will ensure the designated work area is safe and document the method used to make that determination. The employee must

immediately notify the supervisor of any accident or injury occurring at the alternative worksite. The supervisor will investigate all such reports as soon as practicable after receiving notification.

f. USAG Fort Sill will provide the equipment necessary to ensure telework employees can accomplish all required tasks. Typically these items include a laptop, government phone (if needed), and a camera and microphone (if needed). The employee will sign for any government equipment issued and will be held responsible for the accountability of that equipment in accordance with Army regulations and local policy.

g. USAG Fort Sill will assume no responsibility for any operating costs associated with the employee using his or her residence as an alternative worksite, including home maintenance, insurance, or utilities (to include internet service). USAG Fort Sill is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the government is liable under the Federal Tort Claims Act or the military and Civilians Employees Claims Act.

7. Procedures. Prior to approval or disapproval of telework, the following requirements must be met:

a. The supervisor will read the Telework Eligibility Limitations Guidelines to ensure the employee is fully eligible to telework (Enclosure 1). That document will be maintained on file the duration of the telework period. The supervisor must also confirm that the position in question is eligible for teleworking.

b. The supervisor and employee will complete the IMCOM Form 1-A, IMCOM Telework Schedule Employee – Management Contract (Enclosure 2) and submit it to the DAA for consideration.

c. The Supervisor and employee will complete the IMCOM Form 1-B, Telework Schedule, Employee – Management Contract Agreement (Enclosure 3) and submit it to the DAA for consideration.

d. The supervisor and employee will complete the IMCOM Form 1-C, Telework Schedule Request and Approval Form (Enclosure 4) and submit it to the DAA for consideration.

e. The supervisor and employee will complete the IMCOM Form 1-D, Supervisor – Employee Checklist Telework Program (Enclosure 5) and submit it to the DAA for consideration.

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f. The supervisor and employee will complete the IMCOM Form 1-E, Safety Checklist Employee Certification Telework Program (Enclosure 6) and submit it to the DAA for consideration.

8. The first line supervisor will package all required documentation and submit the request through the chain of command to the DAA for final disposition. Supervisors at any levels have the option to disapprove the request and notify the employee's first line supervisor.

9. The Director of Human Resources (DHR) will submit an IMCOM Form 1-F, Annual Telework Report (Enclosure 7) to the IMCOM Directorate of Training at the end of each calendar year.

10. The first line supervisor may terminate a telework agreement at any time by completing an IMCOM Form 1-G, Telework – Notice of Termination of Participation (Enclosure 8). The form will be signed by both the supervisor and the employee and submitted to the DAA and DHR for reporting purposes.

11. Point of contact is the Director of Human Resources at (580) 442-0145.

Encls


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Telework Eligibility Limitations

Section 6502 of the Telework Enhancement Act of 2010 establishes the following limitations to employees' eligibility to Telework under Federal agencies Telework policies if:

- The employee has been officially disciplined for being absent without permission for more than 15 days in any calendar year; or
- The employee has been officially disciplined for violations of Subpart G, Standards of Ethical Conduct of Employees of the Executive Branch (Section 2635.704 of title 5, Code of Federal Regulations), for viewing, downloading, or exchanging pornography, including child pornography on a Federal Government computer or while performing Federal Government duties.

Other possible limitations include the following types of positions that are typically not eligible for Telework, but there may be a portion of the position's functions/tasks can be performed via Telework:

- Positions that require, on a daily basis, direct handling of classified materials.
- Positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternate worksite (e.g., hands-on contact with machinery, equipment, or vehicles; direct patient care).

The following conditions impact employee eligibility to Telework, but should not result in permanent Telework ineligibility:

- Employees whose performance or conduct warrants more close supervisory direction than Telework may provide, whose rating of record is below fully successful (or its equivalent), whose conduct has resulted in disciplinary action within the past 12 months, or who have resolved security issues.
- Employees recently assigned or newly appointed to trainee or entry level positions.